

# Indexing Your Documents



The USPTO uses rule-based messaging to trigger messages for Patent Staff based on the document descriptions that you choose in EFS-Web. Proper indexing of your documents in EFS-Web is essential to ensure that submissions are properly processed. As an added step, we have a first line team of Quality Control staff to catch errors associated with user indexing.

## General Rules for Indexing

1. Index according to document description table included below
2. Applications must be divided and indexed into appropriate sections:
  - Specification (SPEC)
  - Claims (CLM)
  - Abstract (ABST)
  - Drawing (DRW)
3. Papers associated with Amendments must be separated out to different document descriptions. A typical amendment will include:
  - Amendment transmittal document. This is the first document discussing the type of amendment being filed. It could be a:
    - Amendment after Non-Final (A..)
    - Amendment after Notice of Allowance (Rule 312) (A.NA)
    - Preliminary Amendment (A.PE)
    - Amendment after Final (A.NE)
  - Application Parts (see above), if they exist
  - Remarks, such as Applicant Arguments or Remarks Made in an Amendment (These should be indexed with the document description "Applicant Arguments or Remarks")
4. Foreign References (FOR) and Backfile Non-Patent Literature (NPL) must be separated out into separate documents
5. Appeal Briefs do not have to have the "Claims" section separated out
6. Petitions that are accompanied with Amendments must have separate application parts documents descriptions as mentioned above, but if the petition cites the application part then it should not be separated out

## Description of Documents Supported in EFS-Web



Document Description	Category	USPTO Business Process Description
<b>501 Submission by Patent Owner</b>	<b>IDS/References</b>	At any time after allowance of an application and during the period of enforceability of the patent, a patent owner may cite, to the Office in writing, prior art consisting of patents or printed publications which are stated to be pertinent and applicable to the patent and believed to have a bearing on the patentability of any claim of the patent. The period of enforceability is the length of the term of the patent plus the 6 years under the statute of limitations for bringing an infringement action.
<b>Abstract</b>	<b>Application Part</b>	A portion of the application, as submitted by the applicant, that gives a brief overview of the disclosed invention.
<b>Affidavit/Declarations/ Exhibit after Notice of Appeal</b>	<b>BPAI</b>	An affidavit, declaration or exhibit may be filed after the Notice of Appeal. However, after the jurisdiction of the case has passed to the Board of Patent Appeals and Interferences, an affidavit, declaration or exhibit may be considered by the Examiner only in the case that the Board remands the case to the Examiner for that purpose.
<b>Amendment - After Non-final Rejection</b>	<b>Amendment</b>	Amendment filed by the applicant in response to a non-final office action issued by the Examiner based on the merits of the application.
<b>Amendment After Final</b>	<b>Amendment</b>	Amendment provided by the applicant after the Examiner closes prosecution with a final rejection. Amendment is not automatically entered by the Examiner. It will not be entered if it requires additional search or more than cursory review.
<b>Amendment after Notice of Allowance (Rule 312)</b>	<b>Office of Patent Pub</b>	When applicant files an amendment after the Notice of Allowance has been mailed but before the issue fee is paid, the amendment is not entered automatically. It may only be entered upon recommendation of a Primary Examiner. It will not be entered if it requires additional search or more than cursory review.
<b>Amendment Copy Claims/Response to Suggested Claims</b>	<b>Amendment</b>	While the claims of two or more applications may not be identical, an interference exists if they are directed to the same patentable invention. If an applicant is not claiming the same patentable invention as another applicant, the examiner may suggest a claim or claims to the first applicant, provided the intention of the parties to claim the same patentable invention as expressed in the summary of the invention or elsewhere in the disclosure or claims is present. When an examiner suggests a claim, the applicant will be required to copy verbatim as suggested. A reply to the examiner's suggestion of a claim is not complete unless it includes an amendment adding the exact claim suggested to the application.

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<b>Amendment Submitted/Entered with Filing of CPA/RCE</b>	<b>Amendment</b>	Applicant may submit an amendment at the time of the filing of a Request for Continued Prosecution Application (CPA).
<b>Amendment/Argument after BPAI Decision</b>	<b>Amendment</b>	An amendment may be filed after the decision of the Board of Patent Appeals and Interferences. If it does include any recommendation made by the Board and presents new or amended claims, in view of the fact that prosecution is closed, the appellant is not entitled to have such amendment entered automatically. However, if the amendment is submitted with a request for continued examination, the prosecution of the application will be reopened and the amendment will be entered. If the amendment obviously places an application in condition for allowance, the primary examiner, with the concurrence of the supervisory patent examiner, will have the amendment entered. Arguments may be filed after the Board's decision such as the judicial precedent or rule or statute has been rescinded or overruled.
<b>Amendment/Argument after Notice of Appeal</b>	<b>BPAI</b>	An amendment may be filed at any time after final rejection, but before the jurisdiction of the case has passed to the Board of Patent Appeals and Interferences. However, after the Notice of Appeal has been filed by applicant, any amendment or argument filed by applicant is not normally entered unless the paper presented clearly places the application in condition for allowance.
<b>Appeal Brief Filed</b>	<b>BPAI</b>	After two rejections from the Examiner, applicant (now appellant) may file an Appeal Brief of the Examiner's decision. The appeal is to be decided upon by an administrative patent judge from the Board of Patent Appeals and Interferences within the USPTO. The judge weighs the evidence in the Appeal Brief and in an Examiner's Answer to reach a decision.
<b>Appeal Postponement of Oral Hearing Request–</b>	<b>BPAI</b>	Appellant may request an oral hearing before the Board of Patent Appeals and Interferences. In response to that request, a notice of the hearing stating the date, time and docket is forwarded to the appellant by the Board. The appellant must send a confirmation within a stated time period confirming that appellant will attend. If appellant cannot attend at the designated time, appellant may request a postponement of the hearing. Such a request may be granted if it does not unduly delay a decision in the case or place undue burden on the Board.
<b>Applicant Arguments/Remarks Made in an Amendment</b>	<b>Amendment</b>	A reply by the applicant to an office action must request reconsideration for further examination, must distinctly and specifically point out the supposed errors in the examiner's action and must reply to every ground of objection and rejection in the prior Office action. The reply must present arguments or remarks pointing out the specific distinctions believed to render the claims, including any newly presented claims, patentable over any applied references. In the amendment in reply to a rejection of claims, applicant's arguments or remarks must clearly point out the patentable novelty which he or she thinks the claims present in view of the references cited or the objections made.

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<b>Applicant Response to Pre-Exam Formalities Notice</b>	<b>OIPE</b>	Response is sent by applicant to a notification to file missing parts or a notification of failure to comply with reissue rules within the time period for reply as set in the notice.
<b>Applicant summary of interview with examiner</b>	<b>General Transmittal</b>	This letter from the applicant provides the applicant's summary of an interview held with the examiner.
<b>Application Data Sheet</b>	<b>Application Part</b>	The application data sheet is a sheet voluntarily submitted in either provisional or nonprovisional applications and contains bibliographic data, arranged in a format specified by the USPTO. Supplemental application data sheets may be submitted prior to payment of the issue fee either to correct or update information in a previously submitted application data sheet.
<b>Assignee showing of ownership per 37 CFR 3.73(b)</b>	<b>General Transmittal</b>	When an assignee to the entire title first seeks to take an action in a patent application, patent or reexamination proceeding, the assignee must file documentary evidence of title as well as a document stating that the evidence has been reviewed and certifying that, to the best of assignee's knowledge and belief, title is in the assignee seeking to take action.
<b>Authorization for Extension of Time - all replies</b>	<b>General Transmittal</b>	In response to most actions issued by the USPTO, applicant is required to respond within a shortened statutory time. The applicant may extend that period up to the maximum 6 month period set by statute by filing a written request and the appropriate fee. The request may include a blanket authorization from applicant to cover any concurrent or future reply requiring an extension.
<b>Authorization to access appl. by Trilateral Office</b>	<b>General Transmittal</b>	This document is an authorization from a US applicant permitting access to their electronic US Patent Applications by participating International Offices.
<b>Change of Address</b>	<b>Change Requests</b>	Where an attorney or agent of record (or applicant, if he or she is prosecuting the application pro se) changes his or her correspondence address, he or she is responsible for promptly notifying the USPTO of the new correspondence address (including ZIP Code). The notification should also include his or her telephone number. A change of correspondence address must be signed by an attorney or agent of record.
<b>Claims</b>	<b>Application Part</b>	The claim is that part of a patent application particularly pointing out and distinctly claiming the subject matter which the applicant regards as the invention or discovery.
<b>Confirmation of Hearing by Appellant</b>	<b>BPAI</b>	Appellant may request an oral hearing before the Board of Patent Appeals and Interferences. In response to that request, a notice of the hearing stating the date, time and docket is forwarded to the appellant by the Board. The appellant must send a confirmation within a stated time period confirming that appellant will attend.

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<b>Continued Prosecution Application - Continuation (ACPA)</b>	<b>Continued Prosecution</b>	A Continued Prosecution Application (CPA) is filed by applicant before abandonment or termination of proceedings of a prior application and requests express abandonment of that prior application. The CPA discloses and claims only subject matter disclosed in the prior application.
<b>Continuing Prosecution Application - Divisional (DCPA)</b>	<b>Continued Prosecution</b>	A Continued Prosecution Application (CPA) is filed by applicant before abandonment or termination of proceedings of a prior application and requests express abandonment of that prior application. The CPA discloses and claims only subject matter disclosed in the prior application. The CPA may be either a continuation or a Divisional CPA. In the Divisional CPA (DCPA), applicant requests prosecution of claims that were directed to the non-elected invention in the prior application.
<b>CRF Statement -Paper and CRF are the same</b>	<b>General Transmittal</b>	In an application with a sequence listing, applicant must submit a copy of the "Sequence Listing" in computer readable form (CRF). In addition to a compact disc copy, a paper copy is required along with a statement that the "Sequence Listing" content of the paper and the computer readable copy are the same.
<b>Documents submitted with 371 Applications</b>	<b>Application Part</b>	For an international application designating the United States, to begin the national stage, an applicant files International Bureau documents including the international application, a translation if necessary, and other documents such as an international search report and a preliminary examination report.
<b>Drawings</b>	<b>Application Part</b>	Where it is necessary to understand the invention, a complete application must include drawings illustrating the disclosed invention.
<b>Extension of Time</b>	<b>General Transmittal</b>	If applicant is required to respond within a shortened statutory time, the applicant may extend that period up to the maximum 6 month period set by statute by filling a written request and the appropriate fee.
<b>Fee Worksheet (PTO-875)</b>	<b>General Transmittal</b>	Fee worksheet is found at the end of the application used by the Technical Administrative Staff to determine the amount of fees due from the applicant. This worksheet can also include various other payment related internal documents.
<b>Foreign Reference</b>	<b>IDS/References</b>	The foreign references originally cited by the Examiner or the applicant are made of record in the application and are viewable in IFW.
<b>Incoming Specification - Not in English</b>	<b>Application Part</b>	The written portion of the application is submitted by the applicant describing the invention that is not submitted in English.
<b>Information Disclosure Statement (IDS) Filed</b>	<b>IDS/References</b>	The applicant provides an Information Disclosure Statement (IDS) at the earliest possible stage of prosecution detailing the most pertinent references known to applicant. The Examiner is to consider each reference cited in the IDS prior to the next Office action on the merits.

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<b>Issue Fee Payment Recorded</b>	<b>General Transmittal</b>	When an application is ready to be issued, the Examiner provides the issue information on the Issue Classification form. This information includes the status of the claims, their final numbers for the issued patent, the original U.S. Class and Subclass, the U.S. cross reference Class(es) and Subclass(es), the claim and the drawing figure to be printed in the Official Gazette, and the total number of claims being allowed. The Primary Examiner and the Assistant Examiner (if any) type in their name and sign the form.
<b>Letter- Express Abandonment of the application</b>	<b>General Transmittal</b>	At any time during the prosecution of the application, applicant may file a letter expressly abandoning the application.
<b>Letter Requesting Interview with Examiner</b>	<b>General Transmittal</b>	Interviews with examiners concerning applications and other matters pending before the Office must be conducted on Office premises and within Office hours. An interview should normally be arranged for in advance, as by letter or telephone call, in order to insure that the primary examiner and/or the examiner in charge of the application will be present and available in the Office.
<b>Letter Requesting Suspension of Prosecution</b>	<b>General Transmittal</b>	An applicant may file a petition to suspend action in an application for a specific period of time for good and sufficient reasons. An example would be where a request for continued examination is made before a preliminary amendment is filed. The suspension would be requested to prevent having the case examined before the preliminary amendment is entered.
<b>Letter to Official Draftsman Filed P/E</b>	<b>General Transmittal</b>	Where applicant files a reply to a request for drawing corrections in an application, the applicant sends that reply to the Official Draftsman requesting approval of the changes.
<b>Miscellaneous Incoming Letter</b>	<b>General Transmittal</b>	A miscellaneous incoming letter from applicant shall be submitted any time during prosecution that is not directed to a requirement, notice or Office action sent by the USPTO.
<b>New or Additional Drawings</b>	<b>General Transmittal</b>	Transmittal letter is filed by applicant during prosecution of an application indicating that new or additional drawings were submitted.
<b>Nonpublication request from applicant</b>	<b>OIPE, Office of Patent Pub</b>	blank
<b>Notice of Appeal Filed</b>	<b>BPAI</b>	After two rejections from the Examiner, applicant may file an Appeal Notice noting that applicant (now appellant) is appealing the Examiner's decision. The appeal is to be decided upon by an administrative patent judge from the Board of Patent Appeals and Interferences within the USPTO. The judge weighs the evidence in the Appeal Brief and in an Examiner's Answer to reach a decision

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<b>Backfile - NPL Documents</b>	<b>IDS/References</b>	Document code is used for indicating Non Patent Literature (NPL) submitted by applicant or cited by the examiner.
<b>Oath or Declaration filed</b>	<b>Application Part, Change Requests</b>	An oath or declaration filed as a part of a nonprovisional application must be signed by a person who understands the document that the person is signing, identify each inventor by full name, identify the country of citizenship of each inventor and state that the person making the oath or declaration believes the named inventor or inventors to be the original and first inventor or inventors of the subject matter which is claimed and for which a patent is sought. The oath or declaration must also identify the application to which it is directed, state that the person making the oath or declaration has reviewed and understands the contents of the application, including the claims, as amended by any amendment specifically referred to in the oath or declaration, and state that the person making the oath or declaration acknowledges the duty to disclose to the Office all information known to the person to be material to patentability.
<b>Patent Term Extension Application under 35 USC 156</b>	<b>General Transmittal</b>	If a product is required to be reviewed by the FDA or the Dept of Agriculture, a patent claiming the product, a method of use of the product, and/or a method of manufacturing the product may be eligible for extension. To obtain an extension, an application must be filed pursuant to 35 USC 156.
<b>Petition for review by the Office of Petitions</b>	<b>Petition</b>	An incoming petition from applicant is sent to the official who has been delegated with the authority to decide the petition. Some petitions are delegated to the Office of Petitions to act on the decision or continue prosecution.
<b>Petition for review by the Technology Center SPRE</b>	<b>Petition</b>	An incoming petition from applicant is sent to the official who has been delegated with the authority to decide the petition. Some petitions are delegated to the Technology Center Special Program Examiner to act on the decision or continue prosecution.
<b>Petition for review and processing depending on status</b>	<b>Petition</b>	An incoming petition from applicant is sent to the official who has been delegated with the authority to decide the petition. For some petitions, the office that is to review and process a petition is determined based on the processing status of the application as defined by the PALM status codes.
<b>Petition to Convert Regular to Provisional</b>	<b>General Transmittal, Petitions</b>	A non-provisional regular application may be converted to a provisional application provided a petition requesting the conversion is submitted by applicant along with the petition fee. The petition and fee must be submitted prior to the earlier of the abandonment of the nonprovisional application, the payment of the issue fee, the expiration of 12 months after the filing date of the nonprovisional application, or the filing of a request for statutory invention registration. Also known as: Petition to Convert an application from one application type to another (Regular to Provisional or Provisional to Regular)

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<b>Petition to Withdraw from Issue</b>	<b>Office of Patent Pub, Petition</b>	Prior to paying the issue fee, applicant can request that the Office withdraw an application from issue upon filing a petition including the fee and a showing of good and sufficient reasons why withdrawal of the application from issue is necessary. Once the issue fee has been paid, the application will only be withdrawn from issue upon filing a petition by applicant indicating unpatentability of one or more claims. The petition must be accompanied by an unequivocal statement that one or more claims are unpatentable, an amendment to the unpatentable claims, and an explanation as to how the amendment causes the claims to be patentable.
<b>Post Allowance Communication-Incoming</b>	<b>General Transmittal</b>	Communication is received from applicant after allowance of an application and prior to publication thereof.
<b>Power of Attorney (may include Associate POA)</b>	<b>Change Requests</b>	Applicant may file a change in Power of Attorney or an associate Power of Attorney at any time during prosecution of an application. The POA indicates representatives given permission to act on behalf of the inventor or assignee to prosecute an application.
<b>Power to Make Copies and/or Inspect</b>	<b>Change Requests</b>	Written authority signed by an applicant, an attorney or agent of record, an authorized official of an assignee or a registered attorney or agent named in the papers accompanying the application papers can be submitted to give access to an application to any person. This written authority gives the named person or persons a power to inspect and make copies of the application. An unrestricted power to inspect given by an applicant is recognized as in effect until rescinded.
<b>Pre-Brief Conference request</b>	<b>BPAI</b>	This request is sent from appellant for a limited review conference of all of the rejections in the final rejection (or rejection being appealed if non-final) of a selected claim that would take place after a notice of appeal has been filed, but prior to the filing of an appeal brief. The review conference is limited to determining whether each rejection(s) of the selected claim plainly fails to establish a prima facie case of unpatentability.
<b>Preliminary Amendment</b>	<b>Amendment</b>	Amendment filed by the applicant prior to the Examiner issuing an office action that is based on the merits of the application.
<b>Reply Brief Filed</b>	<b>BPAI</b>	In response to an Examiner's Answer prepared by the Examiner following appellant's appeal brief to the Board of Patent Appeals and Interferences, appellant has a right to file a reply brief within two months of the mailing date of the Examiner's Answer.
<b>Req for Expedited Processing, Design Rocket Docket</b>	<b>General Transmittal</b>	A request is sent by applicant to expedite the processing and examination of a Design application. The request must be received prior to an examiner's action. The request must include a submission of request with fee, drawings, a statement that a preexamination search was conducted indicating the field of search with an Information Disclosure Statement (IDS) and that the application is in condition for examination.

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<b>Req for Rule 1.138(c) Express Abandon to avoid pub</b>	<b>Pre-Grant Pub</b>	An applicant seeking to abandon an application to avoid publication of the application must submit a declaration of express abandonment by way of a petition including a fee in sufficient time to recognize the abandonment and remove the application from the publication process. Applicant should submit the declaration of express abandonment, petition and fee more than four weeks prior to the projected date of publication.
<b>Request for Certificate of Correction</b>	<b>Office of Patent Pub</b>	Whenever a mistake of a minor character appears in a patent and a showing has been made that such mistake occurred in good faith, the applicant may request that the USPTO issue a certificate of correction. The certificate is then attached to each printed copy of the patent, and the certificate is considered as part of the original patent.
<b>Request for Continued Examination (RCE)</b>	<b>Petition, Amendment</b>	If prosecution in an application is closed, an applicant may request continued examination (RCE) of the application by filing a submission and the fee prior to payment of the issue fee, abandonment of the application, or the filing of a notice of appeal. A submission includes, but is not limited to, an information disclosure statement, an amendment to the written description, claims, or drawings, new arguments, or new evidence in support of patentability. The USPTO will withdraw the finality of any Office action and the submission will be entered and considered.
<b>Request for Corrected Filing Receipt</b>	<b>OIPE</b>	When an application is initially filed, applicant is informed of the application number and filing date by a filing receipt sent out by the USPTO. If applicant discovers an error in the filing receipt, applicant may send a request to the USPTO to correct the error.
<b>Request for Corrected Notice of Allowance</b>	<b>Office of Patent Pub</b>	If, on examination, it appears that the applicant is entitled to a patent under the law, a Notice of Allowance is sent to the applicant. The Notice of Allowance specifies an issue fee that must be paid within three months from the date of mailing of the Notice of Allowance to avoid abandonment of the application. Applicant may file necessary amendments, assignments, petitions, information disclosure statements, or other papers prior to the date of issue fee payment. One such paper is a request for a corrected Notice of Allowance, where some information on the Notice of Allowance is incorrect.
<b>Request/Corrected Patent Application Publications</b>	<b>Pre-Grant Publication</b>	The Office will grant a request for a corrected or revised patent application publication from applicant when the Office makes a material mistake which is apparent from Office records. Any request for a corrected or revised patent application publication from applicant must be filed within two months from the date of the patent application publication and include an indication of the mistake.
<b>Request for Early Publication</b>	<b>Pre-Grant Pub</b>	Applications are normally published 18 months after they are filed. Applicant may request that his or her application be published earlier than that date.

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<b>Request for New or Replacement Patent Grant</b>	<b>Office of Patent Pub</b>	At the request of the patentee or the patentee's assignee, the USPTO may issue a certificate of correction pursuant to correct a mistake in a patent, incurred through the fault of the Office, wherein the mistake is clearly disclosed in the records of the Office. If the nature of the mistake on the part of the Office is such that a certificate of correction is deemed inappropriate in form, the USPTO may issue a corrected patent as a more appropriate form for correction, without expense to the patentee.
<b>Request for Oral Hearing</b>	<b>BPAI</b>	Appellant may request an oral hearing before the Board of Patent Appeals and Interferences. In response to that request, a notice of the hearing stating the date, time and docket is forwarded to the appellant by the Board.
<b>Request for Reconsideration of BPAI Decision</b>	<b>BPAI</b>	
<b>Request for Refund</b>	<b>General Transmittal</b>	A formal request made from the applicant to refund fees paid during the prosecution of an application. The request must include reasons indicating why the fees are to be refunded. Any request for refund must be filed within two years from the date the fee was paid.
<b>Request for Refund of Publication Fee Paid</b>	<b>Pre-Grant Pub</b>	Upon filing a request to withdraw the request for publication, applicant may also include a request for a refund of any amount paid in excess of the application filing fee and a handling fee as set forth by the USPTO. The request for refund of the publication fee must be filed prior to the publication of the application.
<b>Request for Rule 1.138(c) Express Abandonment to avoid publication</b>	<b>Pre-Grant Publication</b>	An applicant seeking to abandon an application to avoid publication of the application must submit a declaration of express abandonment by way of a petition including a fee in sufficient time to recognize the abandonment and remove the application from the publication process. Applicant should submit the declaration of express abandonment, petition and fee more than four weeks prior to the projected date of publication.
<b>Request for status of Application</b>	<b>General Transmittal</b>	This letter from the applicant is a simple request for the status of the application, such as the time until a first action can be expected
<b>Request to accept PGPUB Drawings for publication</b>	<b>Pre-Grant Pub</b>	Applicant may submit replacement drawings within the latter of one month from the filing date of the application, or fourteen months from the earliest filing date for which a benefit is sought. The replacement paper drawings must be filed in an envelope addressed to Box PGPUB DRAWINGS with a petition requesting entry of the drawings, a transmittal letter identifying the application and a petition fee. Box PGPUB DRAWINGS should only be used for filing replacement drawings for inclusion in a patent application publication. Replacement drawings received in this special box will be scanned and included in the electronic document which will be used for the patent application publication.

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<b>Request to Withdraw Appeal by Appellant</b>	<b>BPAI</b>	Appellant may file a request to withdraw an appeal to the Board of Patent Appeals and Interferences. If no claims are allowed, the withdrawal is an express abandonment. If some claims are allowed, the withdrawal is the equivalent of an amendment canceling the appealed claims.
<b>Request under Rule 129 to Reopen Prosecution</b>	<b>Continued Prosecution</b>	An applicant in an application, other than for reissue or a design patent, that has been pending for at least two years as of June 8, 1995 can request to have prosecution reopened for examination. Applicant is entitled to have a first submission entered and considered on the merits after a final rejection on the merits has closed prosecution if the first submission and the fee are filed prior to the filing of an appeal brief and prior to abandonment of the application. The finality of the final rejection is automatically withdrawn upon the timely filing of the submission and payment of the fee. A submission includes, but is not limited to, an information disclosure statement, an amendment to the written description, claims or drawings and a new substantive argument or new evidence in support of patentability.
<b>Request under Rule 48 correcting inventorship.</b>	<b>Petition, Amendment</b>	Applicant can file a request to correct inventorship under Rule 48 at any time during prosecution of an application.
<b>Request/Corrected Patent Application Publications</b>	<b>Pre-Grant Pub</b>	The Office will grant a request for a corrected or revised patent application publication from applicant when the Office makes a material mistake which is apparent from Office records. Any request for a corrected or revised patent application publication from applicant must be filed within two months from the date of the patent application publication and include an indication of the mistake.
<b>Rescind Non-publication Request for Pre Grant Pub</b>	<b>Office of Patent Pub, OIPE</b>	An applicant may rescind at any time a prior filed request that an application not be published. This request will result in the publication of the application at eighteen months from the filing date of the application or as of the request to rescind the nonpublication request, whichever is earlier.
<b>Response after Ex Parte Quayle Action</b>	<b>Amendment</b>	An Ex parte Quayle action is an Office action noting that all claims are allowable and the application is in condition for allowance except as to matters of form such as correction of the specification or a new oath. An Ex parte Quayle action closes prosecution on the merits. A proper response from the applicant to an Ex parte Quayle action is limited to correcting these matters of form.
<b>Response providing copy of record for reconstruction</b>	<b>General Transmittal</b>	blank
<b>Response to Election/Restriction Filed</b>	<b>Amendment</b>	Restriction is a generic term that includes the practice of requiring an election between distinct inventions, for example, election between combination and subcombination inventions, and the practice relating to an election between independent inventions, for example, an election of species. An Examiner may make a restriction requirement when an application may properly support separate patents and they are

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either independent or distinct. The Examiner may make this request either over the telephone, in which case the applicant's response is recorded in the next Office action, or in a separate letter making the Election or Restriction requirement. In the latter case, the applicant responds to this requirement in a separate response electing an invention or species to be examined.

<b>Response to Pre-Exam Sequence Notice</b>	<b>General Transmittal, OIPE</b>	The USPTO will send applicant a notification of a failure to comply with the sequence rules and include an analysis of any submitted computer readable form. Upon detection during the preexamination processing of damage or a deficiency, a notice will be sent to the applicant detailing the damage or deficiency and setting a two month period for reply. Applicant must respond to the notice within the indicated time period and supply any information required.
<b>Response to Rule 105 Communication</b>	<b>General Transmittal</b>	If an Examiner determines that he or she does not have all information reasonably necessary to properly examine or treat a matter in a pending application, the Examiner may require additional information from the applicant or any assignee. Applicant's response to a Requirement for Information must include a complete response to each enumerated requirement for information giving either the information required or a statement that the information required to be submitted is unknown and/or is not readily available to the party or parties from which it was requested. There is no requirement for the applicant to show that the required information was not readily attainable, but applicant is required to make a good faith attempt to obtain the information and to make a reasonable inquiry once the information is requested.
<b>Rule 131 or 132 Affidavits</b>	<b>Application Part</b>	When a reference applied by the Examiner has a patent or publication date less than 1 year before the U.S. filing date of the application being examined, applicant may file an affidavit under Rule 131 to show prior inventorship to overcome the rejection. Evidence not otherwise provided for submitted by applicant to overcome a rejection or objection is submitted as an affidavit under Rule 132. Exhibits may be supplied to support either type of affidavit. Affidavits are normally submitted prior to a final rejection.
<b>SIR Request</b>	<b>General Transmittal</b>	An applicant for an original patent may request, at any time during the pendency of applicant's pending complete application, that the specification and drawings be published as a statutory invention registration (SIR). Any request for publication of a statutory invention registration must include a waiver of the applicant's right to receive a patent on the invention claimed effective upon the date of publication of the SIR, the required fee, and a statement that the application to which the request is directed complies with the formal requirements for printing as a patent. The application to be published as a SIR must be complete including a specification with a claim or claims, an oath or declaration, and drawings when necessary.
<b>Specification</b>	<b>Application Part</b>	The written portion of the application is submitted by the applicant describing the invention.

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<b>Status Letter Mailed to Applicant</b>	<b>General Transmittal</b>	At any time during prosecution of an application, applicant can request to know the status of an application. The USPTO responds to the request indicating the current status of the application after determination is made that the person requesting the status is of record in the application. This letter to applicant will also be used to acknowledge receipt of an application and documents received by the Electronic Filing System (EFS).
<b>Statutory disclaimers per MPEP 1490.</b>	<b>Application Part</b>	blank
<b>Supplemental Amendment after Final Rejection</b>	<b>Amendment</b>	Supplemental Amendment provided by the applicant after the examiner closes prosecution with a final rejection. Amendment may or may not be entered by the examiner. The Supplemental Amendment after Final Rejection must be received prior to an examiner's Office Action in response to the original amendment after final.
<b>Supplemental Appeal Brief</b>	<b>BPAI</b>	Where prosecution is reopened by the primary examiner after an appeal or reply brief has been filed, appellant must either file a reply to the new office action or request a reinstatement of the appeal to avoid abandonment of the application. If reinstatement of the appeal is requested by appellant, such request must be accompanied by a supplemental appeal brief, but no new amendments, affidavits or other evidence are permitted. The supplemental appeal brief must follow the same rules for filing an appeal brief. Appellant also may file a Supplemental Appeal Brief after filing an Appeal Brief and prior to the Examiner's Answer.
<b>Supplemental Response of Supplemental Amendment</b>	<b>Amendment</b>	Supplemental Response filed by the applicant at any time during prosecution in response to a communication issued by the USPTO to address informalities, corrections to the application or to augment arguments or a prior amendment submitted.
<b>Terminal Disclaimer Filed</b>	<b>Application Part</b>	A timely filed terminal disclaimer may be filed by applicant to overcome an actual or provisional rejection based on a nonstatutory double patenting ground provided the conflicting application or patent is shown to be commonly owned with this application. The purpose of a terminal disclaimer is to obviate a double patenting rejection by removing the potential harm to the public by issuing a second patent, and not to remove a patent as prior art.
<b>Translation of Foreign Priority Documents</b>	<b>Application Part</b>	An application may be entitled to the benefit of the filing date of a prior application filed in a foreign country, to overcome an intervening reference or for similar purposes. As part of claiming the benefit of foreign priority, applicant is required to file a certified copy of the original foreign application, specification, and drawings upon which it is based. If the priority papers are not in the English language, a translation is required that may be filed with the priority papers or at a later time.

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<b>Transmittal Letter</b>	<b>General Transmittal</b>	Upon filing any papers to the USPTO regarding the filing of a new application, applicant includes a transmittal letter indicating the contents of the submission, including any fees that may accompany the papers. This letter usually includes the Express Mail Certificate of Mailing. This transmittal letter corresponds to the transmittal letter in a PCT application.
<b>Transmittal to TC</b>	<b>General Transmittal</b>	Upon filing any papers to the USPTO, applicant includes a transmittal letter indicating the contents of the submission including any fees that may accompany the papers. This letter usually includes the Express Mail Certificate of Mailing.
<b>Waiver of Hearing by Appellant</b>	<b>BPAI</b>	Appellant may request an oral hearing before the Board of Patent Appeals and Interferences. In response to that request, a notice of the hearing stating the date, time and docket is forwarded to the appellant by the Board. The appellant must send a confirmation within a stated time period confirming that appellant will attend. If appellant no longer can or wishes to attend the scheduled hearing, appellant should inform the Board of a of waiver of hearing at the earliest possible opportunity.
<b>Withdrawal of Application for PTE</b>	<b>General Transmittal</b>	If a product is required to be reviewed by the FDA or the Dept of Agriculture, a patent claiming the product, a method of use of the product, and/or a method of manufacturing the product may be eligible for extension. To obtain an extension, an application must be filed pursuant to 35 USC 156.